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MAR 8 1954

MEMORANDUM FOR: Chairman, CIA Career Service Board

THROUGH : Executive Secretary, CIA Career Service Board

SUBJECT : Request for Career Development Slot -
Mr. [REDACTED]

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1. It is requested that subject employee be assigned to a Career Development Slot from 15 June 1954 to 15 April 1956.

2. The following information is offered to support the request:

a. Approval of this request will permit the implementation of the initial phase of a plan for the career development of Mr. [REDACTED]. This plan has been recommended by the DD/A Career Service Board.

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b. A summary description of Mr. [REDACTED] qualifications and experience is attached (Tab A). Mr. [REDACTED] definitely plans to make his career with the Agency.

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c. During the period for which the Career Development Slot is authorized, Mr. [REDACTED] will receive the training and rotation assignments specified in the attached rotation plan (Tab B). The purpose of this training is to increase his general administrative competence and to give him additional specialized knowledge of the logistics functions of the Agency. Examination of the proposed training in the light of Mr. [REDACTED] abilities and potential will indicate that this rotation experience would significantly enhance his immediate and long-range value to the Agency.

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d. At the conclusion of the proposed training, Mr. [REDACTED] will be assigned to an Administrative Officer position which will utilize fully his training and experience.

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e. Mr. [REDACTED] assignment to a Career Development Slot during this training period is necessary in order that he need not encumber a position which should be occupied productively.

3. Additional information to support this request will be provided upon request.

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L. K. WHITE
Acting Deputy Director
(Administration)

CONCUR:

Director of Training

Date

Assistant Director for
Personnel

Date

APPROVE:

Chairman, CIA Career
Service Board

Date

SA/DD/A:EEZ:dh (5 Mar 54)

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